

Job Title:	Video Inspector II
Job Description Number:	1228
Department/Division:	Public Works/Wastewater
Exemption Status:	Non-Exempt
Pay Grade:	209
Immediate Supervisor:	Wastewater Assessment Supervisor
Normal Work Schedule:	4 days/week, 10 hours/day

Brief Description of the Job:

Operate sophisticated camera equipment in order to collect video data of the wastewater system and to document the results via reports and a work management software program. This position also serves to assist the Wastewater Assessment Supervisor with the administrative and managerial duties. Utilize CCTV camera equipment to collect visual data of the City of Greenville's wastewater infrastructure. Create official reports and work request during and after the videoing process. Create and update work order request in CityWorks program. Perform basic electronics repair as needed. Create specialized reports for various internal and external customers. Create daily work reports. Respond to and keep detailed records of emergency operations. Utilize various software programs to create maps, collect and store data, and update system connectivity data. Supervisor for the Public Works on-call system. Dispatcher for inclement weather operations. Serve as assistant supervisor on a daily basis. Assist as front office support. Lead crews in field operations in absence of supervisor. Assist in creating and researching specifications for equipment. Create maps in GIS system and maintain maps for Arcreader programs. Maintain emergency operations calendars.

Essential Functions:

Operation of CCTV camera equipment (50%): Use NASSCO's Pipeline Assessment Standardization Program, evaluate and record the condition of the City of Greenville's wastewater infrastructure. Perform electronic diagnosis of CCTV systems as needed and perform basic electronic repairs. Organize and maintain all CCTV data and reports in an extensive video and report archive. Provide internal and external customers with reports and videos as required. By means of a remote transmitter and sonde equipment, locate and mark underground features of concern. Perform dye test of wastewater system to verify connectivity and locate problem areas. Assist in the planning, scheduling, and coordination of video work.

Administrative (20%): Complete daily work reports. Maintain update map request for GIS Division. Create on-call calendars and update as needed. Create various reports for internal and external customers. Create maps for various projects and special requests. Maintain and update Arcmap mapping program. Upload and maintain map data for crews. Maintain data collection maps for wastewater division. Oversee work assignments for Video Inspector I positions, act as supervisor in absence of Wastewater Assessment Supervisor. Attends meeting and trainings as required.

Update and create work orders in CityWorks (20%): Create and update work orders before and after CCTV operations. Assist maintaining the emergency response program updating work records in

CityWorks. Assist maintaining the Preventative Maintenance Program. Query CityWorks data for work schedules and internal customer inquiries. Create work orders in CityWorks for various other discrepancies found in our daily routines.

Inclement Weather (5%): Plow, spread salt and sand, shovel sidewalks, cut down trees and remove.

Response to emergency calls (5%): Containment of spill area. Clean up waters and areas affected by spill. Neutralize spill area as required.

Other duties and responsibilities as assigned.

Physical Demands

Overall Strength Demands: Medium strength demands include exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.

Physical Demands: Continuously requires vision. Frequently requires hearing and talking. Occasionally requires standing, fine dexterity, walking, sitting, foot controls, and twisting. Rarely requires lifting, carrying, reaching, handling, kneeling, pushing/pulling, climbing, balancing, and bending.

Machines, Tools, Equipment, and Work Aids: Telephone, copier, fax, vehicle, rod truck, camera equipment, shovel, hammer, manhole hook, pry bar, and easement machine.

Computer Equipment and Software: Personal computer, printer, Microsoft Word Suite, Pipelogix, Arcmap, CityWorks, copier, and map plotter.

Working Conditions

Overall Working Conditions: Disagreeable: Frequent exposure to unpleasant environmental conditions and/or hazards.

Environmental Factors: Daily exposure to extreme temperature, respiratory hazards, noise and vibration, physical hazards, and wetness and/or humidity.

Health and Safety: Frequent exposure to mechanical hazards and communicable diseases. Rare exposure to chemical hazards, electrical hazards, and fire hazards.

Primary Work Location: Office Environment, Vehicle, and Outdoors.

Protective Equipment Required: Safety glasses, gloves, hard hat, steel-toed boots, hearing protection, protective coveralls, safety vest, waders, and life jackets.

Non-Physical Demands

Frequently requires performing multiple tasks simultaneously, working closely with others as part of a team, tedious or exacting work, and noisy/distracting environment. Occasionally requires time

pressures, emergency situations, and frequent change of tasks. Rarely requires irregular schedule/overtime.

Job Requirements

Formal Education: High school diploma plus six months to one year of advanced study or training in Public Works, utility work, or construction safety is required.

Experience: Over four years of experience in Public Works, utility works, sewer construction and video equipment is required.

Driver's License Required: A valid Class B South Carolina Commercial Beginner's permit is required. Once in classification, employee must obtain corresponding Class B South Carolina CLD with tanker endorsement within 4 months.

Certifications and Other Requirements: Must hold PACP certification or ability to obtain within 6 months of hire.

Job Demands

Reading: Intermediate Level: Ability to read papers, periodicals, journals, manuals, policies, dictionaries, thesauruses, and encyclopedias.

Math: Intermediate Level: Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement.

Writing: Intermediate Level: Ability to write reports, prepare business letters, summaries, meeting minutes, and emails using proper format, punctuation, spelling, and grammar, using all parts of speech.

Human Collaboration Skills: Work requires regular and routine interaction involving exchange and receipt of information. Work has a high impact on the organization. External contacts include other wastewater districts and outside contractors. Internal contacts include Fire, Police, Building and Zoning, and divisions within Public Works.

Management and Supervision: Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling. Semi-complex scope of supervision.

Technical Skill: Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization. Standard application: Work product primarily affects unit processes.

Freedom to Act and Impact of Action

Receives Direction: The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually

reviewed upon completion. Moderate impact of action: Moderate benefits or costs in time, money, or public/employee relations.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.